

# Health and Safety Policy

Approved by **RET Board**

Approved on **July 2017**

SLT contact **Headteacher**

Revision due **Every 2 years**



## 1. Introduction

- a. The Governing Body of this School recognises its responsibilities under the Health & Safety At Work etc., Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in School sponsored activities. The Governors will actively work with the Headteacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

## 2. Responsibilities

- a. Responsibilities of the Governing Body

1. In discharging its responsibilities the Governing Body will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Create and monitor a management structure for Health & Safety;
- Ensure that there is an effective and enforceable policy for the provision of health & safety throughout the School and that it is implemented;
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made; and
- Identify and evaluate risks relating to possible accidents and incidents connected with School sponsored activities, including work experience.

2. In particular the Governing Body undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transportation of articles and substances;
- Safe and healthy working conditions that take into account appropriate statutory requirements, codes of practice and guidance;
- Supervision, training and instruction so that all staff and pupils can perform their School related activities in a healthy and safe manner; and
- Provide necessary safety and protective equipment and clothing, with associated guidance, instruction and supervision.

- b. Responsibilities of the Headteacher

1. In addition to the general duties to which all staff are bound, the Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health & Safety Policy is implemented.

2. In particular, the Headteacher will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and Codes of Practice relevant to the work of the School;

3. And take all reasonably practicable steps to ensure:

- the health, safety and welfare of staff, pupils and others using the premises/ facilities/ services or attending or taking part in School-sponsored activities at all times;
- safe working conditions for staff, pupils and others using the premises and facilities;
- safe working practices and procedures throughout the School including those relating to the provision and use of machinery and other apparatus;
- members of staff, including the safety representatives, are consulted on health and safety issues;
- systems of risk assessment are in place to allow the prompt identification of potential hazards;

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- periodic reviews and safety audits are carried out on the findings of the risk assessment;
  - the training needs of staff and pupils are identified to ensure, within the financial resources available, that all members of staff and pupils receive adequate and appropriate training and instruction in health and safety matters;
  - staff, pupils and others are encouraged to promote health and safety;
  - any defects in the premises, its plant, equipment or facilities, which relates to or may affect the health and safety of staff, pupils and others are made safe without delay;
  - all employees are encouraged to suggest ways and means of reducing risks;
  - accident and incident information is collated and, when necessary, accident and incident investigations are carried out;
  - the standard of health and safety is monitored throughout the School, including all School-based activities, and that appropriate action is taken where others consistently fail to consider their own well-being or the health & safety of others;
  - first aid and welfare provision is monitored;
  - relevant information regarding risks, remedial works, policies, safety personnel, meetings, etc. is provided; and
  - the safety management system is monitored.
- c. Responsibilities of the Health & Safety Manager
1. The headteacher will delegate a senior member of staff to be the School's Health & Safety Manager. The H&S Manager will be responsible for the day-to-day implementation of the Health & Safety Policy and will be the designated contact with the Health & Safety Executive (HSE).
- d. Responsibilities of Supervisory Staff
1. In addition to the general duties to which all staff are bound, all supervisory staff will make themselves familiar with the requirements of Health & Safety legislation and codes of practice that are relevant to the work of their area of responsibility.
  2. All supervisory staff will be directly responsible to the Health & Safety Manager for the implementation and operation of this Health & Safety Policy within their relevant departments and areas of responsibility.
  3. Supervisory staff are required to take a direct interest in this Policy and in ensuring that staff, pupils and others comply with its requirements.
  4. In particular, as part of their day-to-day responsibilities supervisory staff will take all reasonably practicable steps to ensure:
    - Safe methods of working exist and are implemented throughout their department or area of work;
    - Health & Safety Regulations, rules, procedures and codes of practice are being applied consistently and effectively;
    - Staff, pupils and others under their jurisdiction are instructed in safe working practices and that Health & Safety information is communicated to relevant persons;
    - Regular safety inspections are made within their area of responsibility;
    - Appropriate action is taken to ensure the health and safety of all staff, pupils and others;
    - All plant, machinery and equipment in their department or area of responsibility is in safe working order;
    - The prevention of unauthorised or improper use of all plant, machinery and equipment within their department or area of work;

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- Toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Health & Safety standards within their department or area of work are monitored and that all staff, pupils and others are encouraged to achieve the highest possible standards of Health & Safety;
- All signs meet the statutory requirements; and
- Health & Safety concerns are reported to the relevant individual.

## e. Responsibilities of all staff

1. All staff are expected to familiarise themselves with the Health & Safety aspects of their work, including the Health & Safety at Work, etc. Act 1974 and any other relevant Health & Safety legislation and codes of practice, and to avoid conduct which would put themselves or others at risk.
2. In particular, staff will:
  - Familiarise themselves with this Health & Safety Policy and all safety requirements laid down by the Governing Body; and
  - Take all reasonably practicable steps to:
    - Ensure that staff, pupils, visitors and contractors are applying Health & Safety Regulations, rules, routines and procedures effectively;
    - See that all plant, machinery and equipment are in safe working order and adequately guarded, and not make or allow unauthorised or improper use of such plant, machinery and equipment;
    - Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
    - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
    - Report to the Health & Safety Manager any defects in the premises, plant, equipment and facilities that they observe; and
    - Take an active interest in promoting Health & Safety and suggest ways of reducing risk.

## 3. Trade Union Health & Safety Representative

- a. An employee who is a member of a recognised Trade Union will be elected as the Trade Union Health & Safety Representative and form part of the School Health & Safety Committee. The TU Health & Safety Representative will be granted reasonable paid time off to undertake their role and to attend appropriate training.

## 4. Health & Safety Committee

- a. The School will have a Health & Safety Committee which will monitor Health & Safety issues within the School. The Committee will consist of the Health & Safety Manager, [list other posts, e.g. the TU H&S Representative,] and will report to the Governing Body [name of Committee].
- b. Members of the Health & Safety Committee will be supported in receiving appropriate training for their role on the Committee.

## 5. Visitors to the School Site

- a. All visitors to the School will sign in at reception. Visitors will be collected from reception by a member of staff and be escorted to the appropriate area.
- b. Whilst on site, all visitors and contractors must wear an appropriate visitor's badge. If a member of staff meets someone on site whom they do not recognise and who is not wearing a visitor's badge, they should (if they do not feel threatened) enquire if the person needs assistance and direct them either to reception or off site, as appropriate.

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- c. If an intruder is uncooperative in going to reception or leaving the site, or if a member of staff feels threatened, immediate help should be sought.
- d. No contractor may undertake work on the School site without permission from the site manager other than in an emergency.
- e. Contractors are responsible for the Health & Safety of their employees, and for their safe working practices, which must not constitute a hazard to staff, pupils or visitors to the School.
- f. Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment.
- g. It will be a condition for all hirers, contractors and others using the School premises or facilities that they familiarise themselves with this Policy.
- h. The Governing Body draws the attention of all users of the School premises (including hirers and contractors) to Section 8 of the Health & Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## 6. Safety Education

- a. The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal Social and Health Education (PSHCE) and Citizenship can address the issue of accidental injury and death in children and young people.
- b. One of the aims of PSHCE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- c. The DfE guidance also sets out the general teaching requirement for health and safety in relation to Science, Design and Technology, Information and Communication Technology, Art and Design and Physical Education.
- d. Copies of the guidance can be downloaded from [www.teachernet.gov.uk](http://www.teachernet.gov.uk).

## 7. Health and Safety Arrangements

- a. Accident Reporting
  1. All accidents and near misses to staff, students and visitors (including verbal and/or physical assaults) must be reported in writing using the Schools Accident Reporting Form. Completed Accident Reporting Forms should be given to the Health and Safety Manager, who will ensure that:
    - The Health & Safety Executive is informed of reportable incidents; and
    - Collating accident information and undertaking investigations as appropriate; and
    - Identifying and evaluating risks, ensuring appropriate follow-up actions are implemented without delay.
- b. Emergency Plan
  1. The School has adopted an Emergency Plan to cover all foreseeable major incidents which could put occupants or users of the premises at risk. This Plan indicates the actions to be taken in the event of a major incident, so that everything possible is done to save lives, prevent injury and minimize loss.
  2. The Emergency Plan has been agreed by the Governing Body and will be regularly rehearsed by staff and pupils, the results of which will form part of the annual risk assessment survey.
- c. Equipment
  1. Appropriate protective equipment will be provided by the School. Where protective equipment is provided, this must be worn by the relevant staff as required.

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2. In addition, staff and pupils will be provided with, and must wear, protective glasses/eye shields in all workshops and laboratories.
  3. The Health and Safety Manager will ensure that the following equipment is checked annually by an approved inspector or appropriately trained member of staff:
    - Fume cupboards
    - All electrical appliances
    - Workshop equipment, e.g. lathes, kilns
    - Fixed gymnasium equipment
  4. When new equipment is purchased it is the responsibility of the departmental manager, with the assistance of the Health and Safety Manager, to ensure the equipment meets the appropriate standards and is installed in accordance with Health & Safety requirements.
  5. All equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations. Copies of all relevant COSHH and Regulations must be kept in the Science Department.
- d. Fire Safety
1. Appropriate procedures for ensuring safety precautions are properly managed will be disseminated to all staff. These procedures will include Fire Drills and the use of Fire Extinguishers.
  2. The School's evacuation procedure will be prominently displayed throughout the premises. All staff and pupils are expected to familiarise themselves with the procedure.
  3. The evacuation procedure will be tested each term. The safe evacuation of visitors and contractors will be the responsibility of the person whom they are visiting/for whom they are working.
  4. All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested six monthly and records maintained.
- e. First Aid
1. The Health and Safety Manager will ensure there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This will include ensuring that the number of certificated first-aiders does not, at any time, fall below the number required by law.
  2. Supplies of first-aid materials will be held at various locations throughout the School. These locations will be prominently marked and all staff advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
  3. The names and location of trained first-aiders will be published in and in the Staff Handbook.
- f. Healthy Eating
1. It is the policy of this School to encourage pupils to adopt eating habits that are conducive to a healthy lifestyle. To this end the School works with the catering contractor to ensure menu options are provided to support this aim.
- g. Manual Handling
1. Risk assessments will be carried out for all activities involving manual handling. This risk assessment will include an assessment of whether the manual handling can be avoided, as well as any ways of reducing risks associated with the manual handling (e.g. through the provision of appropriate equipment).

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2. The School will ensure all staff whose role involves manual handling will receive the appropriate training.
3. Staff involved in manual handling also has responsibilities. These include:
  - Following appropriate systems of work;
  - Making proper use of equipment provided by the School for their safety;
  - Informing the Health and Safety Manager if they identify hazardous handling activities; and
  - Taking care to ensure their activities do not put themselves or others at risk.
- h. Monitoring, evaluation and review
  1. The Governing Body will review this Policy annually and agrees to assess its implementation and effectiveness.
- i. Risk Assessments
  1. The Risk Assessment policy outlines all risk assessment requirements and areas that require a risk assessment.